

APPENDIX E

**RECORDS DISPOSITION NOTICES ISSUED BY
FEDERAL RECORDS CENTERS**

1. Relocation of Records

a. Occasionally, it becomes necessary to move records within the Federal Records Center. When this happens, activities will be notified of the relocation. NA Form 13016, Notice of Accession Location Change (See Page E-2), is mailed the month following the relocation. It is imperative that agency copies of Standard Forms (SF) 135 be annotated to show new location numbers for use in securing reference service.

b. For further information concerning the relocation of records, contact the Appraisal and Disposition Branch of the appropriate records center.

2. Records Disposal

a. Activities are notified of the pending disposal of records on NA Form 13001, Notice of Intent to Destroy Records (See Page E-3), which is mailed 90 days prior to scheduled destruction. If there is no objection from the agency during that period, the records will be destroyed as scheduled.

b. Justification for continued retention must be submitted in writing indicating the specific need (audit, legal, or other pertinent issue) and the estimated duration of continued retention of the records.